



Note: See the [ADD WORKTAGS](#) section for information on selecting the required cost center, fund, function, grant and/or gift to be associated with your expense report.

CREATE AN EXPENSE REPORT

You can submit expense reports for the following use cases:

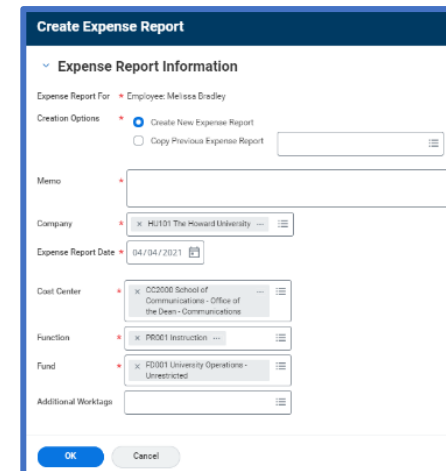
- Reimbursement of out of pocket business-related travel costs that are not managed through CBT (i.e., Parking, Conference Fee, Per Diem). All travel related expenses must be pre-approved via a Spend Authorization in Workday prior to travel.
- Reimbursement of out of pocket non-travel costs (i.e., Business Meals, Educational Materials, Membership Dues).

From the Expenses application:

1. Under the Actions column, click the **Create Expense Report** button.
2. For business-related travel expenses complete the following (skip to step 3 for out of pocket non-travel expenses): select **Create New Expense Report from Spend Authorization** then select the appropriate spend authorization of the drop-down. Note: If spend authorization is selected, all expense item lines and worktags listed on expense report must match exactly what has been pre-approved on the spend authorization.
3. For out of pocket non-travel expenses, select **New Expense Report** or **Copy Previous Expense Report**. Your selection determines what information displays on the new expense report. Required fields will automatically populate.
4. Enter title for travel or non-travel expenses (i.e., 2021 - Sample

Conference) in the Memo field. Naming convention should be “Year - Out of Pocket Expense Description/Justification”.

5. Confirm the Worktags that populated.
6. Click **OK** to complete the Expense Report header information.
7. Click Expense Lines tab.
8. Click **Add**.
9. Complete all required fields denoted with a red asterisk. See *Expense Line: Itemize Your Expenses guidelines below*.
10. Click **Submit**.




ADD WORKTAGS

Worktags are objects in Workday that provide reporting dimensions or metadata for your expense reports. These help the expense report route correctly. Worktags listed will default based on the worker entered selected in the “Expense Report For” field and are based on the worker’s primary position. Verify the worktags are correct and add additional worktags if needed (i.e., Grant, Project).

Cost Center: Represents the department responsible for funding the expense line on the expense report. If needed, please update the Cost Center to the appropriate value. Once cost center is added, the appropriate Fund and Function worktags will be defaulted automatically.

Additional Worktags:

Grant: Represents funding from a federal or non-federal sponsor. If needed, add this worktag to expense the amount to a grant. The Cost Center, Fund and Function worktags will be defaulted onto the screen automatically when a Grant is entered. Note: When a grant is used on a transaction, it routes to the Principal Investigator and Grant Manager for review and approval.

Gifts: Represents funding from private donors. If needed, add a Gift worktag if the expense is being funded by a gift.

ITEMIZE YOUR EXPENSES

From the **Expense Lines** tab within an expense report:

1. Add any needed attachments in the designated area, by dragging and dropping or clicking the Select files button.

An attachment is required for each expense item over \$25. Examples of acceptable attachments are pictures of receipts from travel expenses, hotel portfolio, PDFs of membership dues, etc. All attachments must show proof of payment other than mileage and per diem. You will have one attachment per expense line item in Workday.

Mileage expenses require a screenshot of Google Maps to/from cities and the number miles traveled as the supporting attachment.

Per diem expenses require a screenshot of GSA rate for the city and state of travel as the supporting attachment.

If the expenses should be split between two different sets of worktags, i.e., two different cost centers (departments), please use the Itemization feature to divide the amount accordingly.

2. Under **Itemization**, click the **Add** button. Fields display based on expense type.
3. Enter the necessary information, based on the expense type you are itemizing. Your itemized expenses must equal the total of your Expense Report Line.
4. Click **Done**.



Note: Review the information in the Header tab. The information populates based on data entered previously. Correct as needed.

VIEW AN EXISTING EXPENSE REPORT

From the Expenses application:

1. Under View, click the Expense Reports button. You have the option of filtering expense reports by status or date.
2. You can also view recent expense reports by clicking on the date of the expense report you want to view in the Recent Expense Reports section.
3. Expense Report Status: select prompt to filter expense reports or leave blank to search all expense reports.
4. Click OK.

From **My Expense Reports**:

1. Click the magnifying glass to view the expense report.
2. Click **Edit Expense Report** button to select an expense report to edit.

Expense Report	Expense Report Number	Expense Report Date	Status	Items	Total Amount	Reimbursement Amount	Worker Paid	Percent Amount	Currency	Company	
	EX000023	04/04/2021	Cancelled	meal	21.00	21.00		0.00	USD	HOWARD The Howard University	
	EX000024	04/04/2021	Draft	meal	0.00	0.00		0.00	USD	HOWARD The Howard University	
	EX000023	04/04/2021	Draft	meal	21.00	21.00		0.00	USD	HOWARD The Howard University	

3. Click **Related Actions** icon to the left of the magnifying glass to select additional actions on the expense report including Cancel, Copy and Print.

Copy: Allows you to use a previous expense report to begin a new one. This can minimize the amount of information to input each time you need to complete an expense report.

